

Position: Indian Child Welfare Director
Department: Indian Child Welfare
Supervisor: Tribal Administrator
Supervises: Indian Child Welfare (ICW) Specialist(s)
FLSA Status: Exempt

Position Summary:

To provide professional, educational and family services to the members of the Sac and Fox Nation relative to the protection, health and welfare of the Indian children and their families.

Duties and Responsibilities:

- Intervenes through court appearances, tribal contacts and meetings with federal, state and local agencies to prevent the breakup of Indian families.
- Search and identify Indian foster care and Indian adoptive parents on a continuing basis to keep the Indian child close to his/her family values.
- Provide home visits and evaluations on prospective foster homes, existing foster home and families ordered by the court and/or Sac and Fox Foster home licensing commission.
- Develop and maintain community based services and resources that can be utilized for the benefit of the clients/families.
- Coordinate activities with on-going tribal, state and federal agencies to enhance the services to the clientele.
- Implements intervention plans and instructional program in cooperation with other professional and para-professional staff.
- Maintains files, data as required, for purposes of record keeping and client referral, tracking and follow-up.
- Provide monthly, quarterly and yearly reports to supervisor.
- Maintain budget and recommends changes in budget for modification to meet the needs of the program.
- Continue to seek additional funding from other federal and state agencies to enhance the services of the youth.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- General knowledge of Indian Child Welfare Program and the Tribal, Federal and State laws that govern the Indian Child Welfare program.
- Knowledgeable about working within the tribal governments structures.
- Knowledgeable of the tribal customs and the structure of the Indian families.
- Through skill in effectively working with people; in evaluating and choosing appropriate course of action; and, in communicating effectively both orally and in writing.

Education and Experience:

- Baccalaureate Degree in Social Work and/or counseling with experience in supervision of subordinates; or any equivalent combination of education and work experience.
- Willing to have a background check on him/herself.
- Indian Preference is given for this position.

Employee's Signature

Date

Supervisor's Signature

Date